



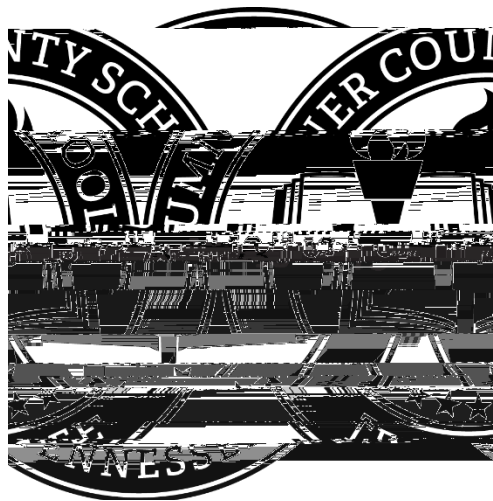
# INVITATION TO BID (ITB)

NUMBER: 2018073102-BOE

## SUMNER COUNTY BOARD OF EDUCATION

*This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive Sealed Proposal for this solicitation is in the best interest of SCS.*

RFP Title: **Transmission Fluid**



### Purchasing Staff Contact:

Chris Harrison  
Purchasing Supervisor  
615-451-6560  
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Janice Wright  
Purchasing Coordinator  
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Release Date: July 16, 2018

Proposal Due Date: July 31, 2018 @ 10:15 a.m. Local Time

*Any alterations to this document made by the proposer may be grounds for rejection of proposals, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Board of Education.*

## NOTICE TO PROPOSERS

There may be one or more amendments to this ITB. In order to receive communication for any such amendments issued specifically to this ITB, the proposer must provide the information requested below to the Sumner County Board of Education (SCS) Purchasing Department. The information may be sent by email to: Chris Harrison, Purchasing Supervisor, [chris.harrison@sumnerschools.org](mailto:chris.harrison@sumnerschools.org). SCS will send amendments only to those proposers which complete and return this information in a timely manner.

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2. Source Selection and Contract Award

- x Award, if made, will be made to the proposer submitting the lowest cost proposal and whom is also determined to be Responsive.
  - o General Criteria to be determined "Responsive"
    - f* Does the proposal include all required information?
    - f* Does the proposal include completed attachment forms?
    - f* Was the proposal delivered on or before the stated deadline?
- x SCS reserves the right to reject any proposal that takes exception to the specifications unless prior approval is requested and granted by SCS.
- x Upon mutual agreement by both parties, SCS shall grant the right to extend the terms, conditions and prices of contract(s) awarded from this ITB to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this ITB. Each of the "piggyback" Institutions will issue their own purchasing documents for purchase of the goods/services. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

3.

5. Protests

In the event that any interested party finds any part of the listed specifications, terms or conditions to be discrepant, incomplete or otherwise questionable in any respect; it shall be the responsibility of the concerned party to notify the SCS Purchasing Office of su(d)2.2 (/MCID 5e.6 ( 25c)-1S(n)5.3 (c)13 ( p)e (f)r cM)-2.9 2 (/MCID.8 (s)-1.3

7.A Bid Form

Attn: Purchasing Supervisor  
 1500 Airport Road  
 Gallatin, TN 37066

Date\_\_\_\_\_

By checking this box, Proposer agrees that SCS reserves the right to extend the terms, conditions and prices of this contract to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this ITB. Each of the piggyback Institutions will issue their own purchasing documents for the goods/service. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

UNIT	DESCRIPTION	UNIT PRICE
Each	Transmission Fluid x TES-295 Approved (Allison) x 230 gallon or 55 gallon drum  Brand_____	
	Container Size_____	
	NOTE: The Unit Price shall be valid for one year beginning September 1, 2018 and ending August 31, 2019.	

AUTHORIZED SIGNATURE	
PRINTED NAME:	
TITLE:	
COMPANY NAME:	
PHONE:	
EMAIL	



7.B IRS Form W9

## ATTACHMENT 7.0 Attestation Re Personnel

## ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

The Contractor, identified above, does hereby attest, certify, warrant and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract T.C.

ATTACHMENT 7-~~D~~Standard Terms & Conditions  
SUMNER COUNTY BOARD OF EDUCATION (SCS)

1. PREPARATION AND SUBMISSION OF BID.

- a. Failure to examine any drawings, specifications, or instructions will be at the proposer's risk. Any deviation from the stated terms, conditions and specifications must be coordinated with and approved in writing by the SCS Purchasing Supervisor.
- b. ITB SUBMITTAL / SIGNATURE: Proposal

2. **OPEN RECORDS.** In order to comply with the provisions of the Tennessee Open Records Act, all proposals will be publicly opened and are subject to public inspection after the award upon written request. Proposers may be present at ITB opening. Summary information will be posted the SCS website, [www.sumnerschools.org](http://www.sumnerschools.org) under the Invitation to Bid link.
3. **ACCEPTANCE AND AWARDS.** SCS reserves the right to reject any and all proposals and to waive any informality in proposals and, unless otherwise specified by the proposers to accept any item in the proposal. Action to reject all proposals shall be taken for unreasonably high prices, errors in the bid documents, cessation of need, unavailability of funds, or any other reason approved by SCS.
  - a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified proposer. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, cash discount offered, and the (1) lowest price will be taken (i) (b) (5) (c) (1) (5) (4) (2) (1) (5) (2) (6) (3) (6) (a) (7) (6) (e) (1) (4) (9) (9).

9. **PROHIBITIONS/NO VENDOR CONTRACT FORM** Acceptance of gifts from vendors is prohibited. T.C.A. §12-4-106. The contract documents for purchase under this ITB shall consist of the successful proposer's proposal and SCS's purchase order. The proposer may request exceptions to terms and conditions and/or request SCS to accept other terms and conditions by means of subsequent